



BUTTE COUNTY
Established Date: Feb 8, 2005
Revision Date: Jan 2, 2016

Administrative Analyst, Associate

Class Code:
1028

Bargaining Unit: Butte County Management
Employees Association

SALARY RANGE

\$22.43 - \$30.06 Hourly
\$1,794.40 - \$2,404.80 Biweekly
\$3,887.87 - \$5,210.40 Monthly
\$46,654.40 - \$62,524.80 Annually

SUMMARY:

Under general supervision, performs administrative work and a variety of support functions to assist department management in processing budgets, grants, administrative, and management issues.

FLSA: Exempt

DISTINGUISHING CHARACTERISTIC:

This is the entry level classification within the Administrative Analyst series. They are expected to assist in duties associated with County budgets, grant funds, policies, and procedures; may serve as a resource to department management; reports to a director or supervising analyst.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Processes and reconciles revenues, expenditures, and technical transactions for the department in compliance with all applicable Federal, State, and County rules, regulations, and ordinances.
- Researches, audits, and analyzes technical and financial transactions to resolve questions and validate data; assures fiscal accountability and fund integrity for all transactions, allocations, distributions, and documentation.

- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions.
- Maintains financial information system database; records and approves expenditures; prepares billings and collections; prepares summary reports and financial statements.
- Reconciles and allocates revenues and expenses according to regulations; corrects errors, reconciles and resolves differences; assures the accuracy of the financial records.
- Monitors compliance with Generally Accepted Accounting Principles and County procedures.
- Monitors budget and expenditures for programs and department; prepares and reviews personnel actions, agenda items, budget changes, and other administrative functions to assure compliance with County goals and policies.
- Collects, compiles, and analyzes data and information; develops recommendations; prepares and presents reports to department management.
- Coordinates the annual County budgeting process; monitors the budget cycle, sets department submittal timelines, organizes documentation, and coordinates the formal submittal process.
- Identifies alternative funding sources and coordinates grant applications; monitors and reconciles grant funds, and tracks results and expenditures for compliance to department policies and goals.
- Performs a wide range of technical, analytical, and general administrative duties.
- Provides and explains technical and financial information to external agencies, and County staff and management.
- Performs other related duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of government accounting, budget administration, and program development.
- Ability to learn Butte County organization, operations, policies and procedures, and accounting and budgeting systems.
- Knowledge of the basic principles of recordkeeping, case files, and records management.
- Knowledge of project and grant management principles and techniques.
- Knowledge of principles and practices of accounting and mathematical computations.
- Knowledge of business and personal computer hardware and software applications.
- Knowledge of business English usage, spelling, grammar, and punctuation.
- Skill in reading, interpreting, understanding, and applying accounting standards and procedures.
- Skill in reading, understanding, and applying relevant County, State and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with department staff and other County employees.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.

MINIMUM REQUIREMENTS-EDUCATION, CERTIFICATIONS AND LICENSES:

- Possession of a Bachelor's degree in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field; **OR**

- Possession of an Associate's degree or completion of sixty (60) or more units with major coursework in Public Administration, Business Administration, Behavioral or Social Sciences, or a related field; **OR**
- High school diploma or equivalent GED certificate; AND Two (2) years of progressively responsible experience performing technical administrative support in the fields of accounting, finance, human resources, organizational development or other closely related field, with one year of qualifying experience being with Butte County.
- Valid State of California driver's license may be required.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an office environment.

EQUIPMENT AND TOOLS UTILIZED:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.